



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Accounting Clerk Specialist

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: PG03

Non-Union or Specific Collective Bargaining Agreement: Educational Support Personnel Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform advanced and specialized work in the maintenance of accounting records and reports.

### Essential Functions of this Job

Performs the more difficult and responsible accounting. Records maintenance operations. Prepares expenditure reports for federally funded programs. Verifies new project requests and budget amendments prior to submission. Verifies project equipment and supply lists, and assigns account numbers. Checks requisitions to ensure conformance with local and State guidelines and verifies proper project expenditures. Ensures proper closeout of projects. Compiles carryover data for budget preparation. Prepares monthly balance of records with cash reports.

Receives and records weekly deposits from schools. Prepares report of deposit, journal voucher and transfer checks. Prepares and submits lunch reimbursement claims. Prepares posting sheets for payroll, insurance, Workers' Compensation, utilities and sales tax payment. Prepares expenditure checks for school lunch vendors. Compiles information sheets for data processing and verifies data processing listings. Verifies commodity inventories and recap balances. Provides lunchroom managers with lunch tickets as needed. Prepares and maintains files, records and reports, and performs related clerical tasks.

Processes In and Out-of-County travel vouchers for reimbursement. Prepares vouchers for payment of consultative services, contracts, agreements, rentals, leases and parent reimbursements. Maintain appropriate records to account for amounts owed, paid and balances for these type of payments. Coordinator assembly and distribution of weekly payments checks to vendors. Assumes the responsibilities of the Accounting Specialist II when needed.

Position Title: Accounting Clerk Specialist

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of policies and procedures affecting management of federally-funded programs. Considerable knowledge of bookkeeping and accounting principles and practices. Knowledge of School System accounting practices and procedures. Skills in the operating of computer terminal and other standard office machines. Ability to perform arithmetic calculations with speed and accuracy. Ability to work with numerical data and to maintain attention to detail. Ability to communicate effectively with governmental agencies, school personnel and vendors. Ability to maintain accounting files, records and reports. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

High school diploma from an accredited school or GED is required. Considerable responsible experience as a bookkeeper or an accounting clerk; or an equivalent combination of training and experience.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 0103  
EEO5: 51  
Approval Date: 2008-03-18  
Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*